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**CONSTANCE A. MORELLA**

8TH DISTRICT, MARYLAND

## COMMITTEES:

POST OFFICE AND CIVIL SERVICE

SCIENCE, SPACE, AND TECHNOLOGY

SELECT COMMITTEE ON AGING

**Congress of the United States**  
**House of Representatives**  
May 31, 1988FD 2240v-00  
WASHINGTON OFFICE:  
1024 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
(202) 225-8341  
DISTRICT OFFICE:  
11141 GEORGIA AVENUE  
SUITE 302  
WHEATON, MD 20902  
(301) 946-8801

The Honorable William H. Webster  
Director  
Central Intelligence Agency  
Headquarters  
Washington, D.C. 20505

OBA FILE Rep Morella / HLR

Dear Mr. Webster:

As Congresswoman for Maryland's 8th District and as a member of the Federal Government Task Force Committee, I am pleased to sponsor the 1988 Excalibur Award program recognizing outstanding accomplishments by federal career civilian and military personnel.

My office is currently seeking nominations for the 1988 Awards. I need your help in identifying the individuals deserving of recognition by the Congress and the American people. Nominations must include the name, title, grade, organization, and location of the nominee; a thorough, concise description, not to exceed three pages, of the exceptional contribution; and the name and phone number of the agency contact for further information. Nominations should be forwarded to: Congresswoman Constance A. Morella, 11141 Georgia Avenue, Suite 302, Wheaton, Maryland, 20902.

Excalibur Award winners will be selected by a special committee, the Chairman of which will be the Honorable Charles McC. Mathias. After the award winners are selected a special ceremony will be held in their honor. You and your agency play an important role in the selection of the Excalibur Awards which contribute so much to the greater appreciation of public service achievements. I need your support in communicating throughout your agency my interest in receiving nominations.

I look forward to your participation in this very important program which will contribute to greater awareness and recognition of public service achievements. You may leave your unsuccessful 1987 nomination(s) for the 1988 awards program by writing my district office accordingly. For any questions, please call my District office at (301)946-6801. Nominations must be received by Friday, September 2, 1988.

Sincerely,

*Constance A. Morella*  
Constance A. Morella  
Member of Congress

CAM:mjr/tmg  
Enclosure



FACT SHEET  
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Congresswoman Constance A. Morella, member of the Federal Government Service Task Force is sponsoring the 1988 Excalibur Award program. The purpose of the award is to recognize and honor outstanding contributions made by federal civilian and military personnel.

WHAT ARE ITS OBJECTIVES?

1. To encourage initiative and excellence in performance by government employees.
2. To publicize such achievements and enhance public appreciation of the merit and performance of government employees, helping to counter the negative image sometimes associated with government service.
3. To help attract talented persons to the federal service.

WHAT ARE THE CRITERIA FOR THE SELECTION OF NOMINEES?

On a yearly basis, candidates for the Excalibur Award are sought who exemplify:

1. Outstanding efforts or leadership in solving problems at local, national, or international levels.
2. Exceptional scientific, technical, or administrative achievements.
3. Superior service to the public, such as the improvement of efficiency including simplification of government regulations.
4. Ability to overcome obstacles to organizational objectives, such as making substantial savings in expenditures.
5. High personal integrity, moral character, and courage in dealing with difficult or sensitive problems.
6. Unusual degree of imagination and initiative involved in a specific achievement impacting on the agency and the public.

WHO IS ELIGIBLE AND HOW ARE NOMINATIONS MADE?

All federal career civilian and military employees are eligible. Normally, each award goes to one individual, but a small team of persons who have worked jointly on a project may also be considered.

Nominations are invited from heads and other officials of federal departments and agencies, from other organizations and from the general public.

Nominations summarizing the individual's achievement should not exceed three pages in length. Interested persons should send nominations to:

Congresswoman Constance A. Morella  
11141 Georgia Avenue, Suite 302  
Wheaton, Maryland 20902

The deadline for receiving nominations is Friday, September 2, 1988.

WHO WILL SELECT THE AWARD RECIPIENTS?

Final selections are made by an impartial committee appointed by Congresswoman Morella and chaired by the Honorable Charles McC. Mathias.

HOW ARE THE AWARDS PRESENTED?

The awards are presented in the form of a plaque and an honorary citation. They will be presented by Congresswoman Morella with her Excalibur Review Committee at a ceremony held at one of the House Office Buildings in the presence of other members of Congress, officials of the executive branch, and representatives of the news media.